

Section 9.2 FUNCTIONS MENU

TKU Processing

TKU Review Tab (Audit and Certification)

Purpose	This section provides the procedures for auditing and certifying information entered in the Data Collection windows for a timekeeping unit by using the TKU Review tab. Only personnel with appropriate security may perform these functions.
Tab	TKU Review
Reminders	<ol style="list-style-type: none">1. The TKU Review tab is accessed through the Functions, <u>T</u>KU Processing items on the menu bar. A complete review of time entered is required before time can be audited or certified.2. The TKU Review tab consists of the following windows:<ul style="list-style-type: none">■ Total Number of Employees - Displays the total number of employees in the TKU and total number of employees who have not submitted a timesheet. To review the employees who have not submitted a timesheet, click on the Missing tab.■ Total Number of Hours - Displays total hours by hours type reported by all employees within a TKU.■ TKU Employees - Displays total by hours type for each employee. Employees are selected from this window to audit time entered.3. The on-line audit function is an agency option and may not be used by some agencies. If the audit process is not available for your agency, the Audit Complete button will be inactive. <p><i>Continued</i></p>

TKU Review Tab (Audit and Certification)

Reminders (Continued)	<ol style="list-style-type: none">4. A TKU must be certified by someone other than the person who entered the data collection information. The Certification function is utilized by all agencies.5. Both the Audit button and Certification button will not be activated until the last row of data in the TKU Employees window is highlighted. This is to ensure that the auditor and/or certifier has made a complete review of all the employees in the list.
References	<i>No Specific References</i>

TKU Review Tab

The following window is displayed when the selection criteria has been entered and the TKU Review tab is selected. The fields displayed are described on the following page.

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File Edit Options Functions Params Reports Window Help

TKU Processing

Selection TKU Review TA Summ. Missing Warnings Release Emp Dtl Emp Info

Dept : 59 Agy : 01 TKU : 001 PP End Dt: 02/03/01

Total Number of Employees	
Total Employees	55
Missing Timesheets	51

Total Number of Hours	
Hours Type	Hours
REG1	319.0
REG2	59.0
REG3	4.0
ADM1	31.0
Totals :	413.0

TKU Employees				
Name	Hours Type	Hours	Apprv	Warnings
ADBUL, CHAUNCEY SHEHAD	REG1	110.0		Y
	REG2	12.0		
		122.0		
AMATO, GREIG EUGENE	REG1	105.0		Y
	REG2	15.0		
	REG3	4.0		
	ADM1	31.0		
		155.0		
CHALGIAN, VIESTURS ANTHI	REG1	32.0		Y

Audit Complete Certify

<= => Modify Close

Ready

TKU Review Tab

The following information is displayed:

Field Name	Description
<i>Total Number of Employees window</i>	
Total Employees	The total number of employees assigned to a TKU.
Missing Timesheets	The total number of employees that have not submitted time within a TKU.
<i>Total Number of Hours window</i>	
Hours Type	The hours type reported by employees within a TKU.
Hours	Total number of hours for each hours type within a TKU.
<i>TKU Employees window</i>	
Name	Name of the employees that are included in the TKU.
Hours Type	The hours type reported for a specific employee.
Hours	Total number of hours by hours type for the whole pay period.
Apprv	Displays a Y or N to indicate whether the time information has been approved on-line.
Warnings	Displays a Y or N to indicate whether warnings were found during time validation.

DCDS Input Procedures

TKU Review Tab - Audit Function

Follow the steps below to audit timesheets.

Step	Action
1	Highlight the employee name in the TKU Employees window for which the timesheet will be audited.
2	<p>To view a summary of the employee's timesheet, click on the Emp Dtl (Employee Detail) tab. This will display the employee's time that was entered in Data Collection. If any modifications are needed to the timesheet, click on the Modify button.</p> <p>Note: Once changes have been made, be sure to submit the changes before closing the window. When changes have been made during the audit process, a message is sent to the employee and the employee's approver if the agency has chosen to use the Notification option.</p>
3	<p>Once time has been reviewed, click on the TKU Review tab to return to the TKU Employees window.</p> <p>Note: The Audit Complete button is activated only when the last row of data is highlighted in the TKU Employees window. This is to ensure that the auditor has made a complete review of all the employees in the list.</p>

DCDS Input Procedures
TKU Review Tab - Audit Function

Follow the steps below to audit timesheets.

4	<p>Click on the Audit Complete button to audit time information. The following message will display: Do you wish to audit (Dept/Agency/TKU)? Click on the Yes or No button.</p> <p>Note: All employees in the TKU Employees window will have an audit complete status. You can review the status on the History Tab on the Data Collection window.</p>
5	<p>Click the close button to Close the window <i>or</i> if displaying additional TKU Processing data, click on the appropriate tab.</p>

DCDS Input Procedures**TKU Review Tab - TKU Certification Function**

Follow the steps below to certify timesheets.

Total Number of Employees		TKU Employees	
Total Employees	Missing Timesheets	Name	Hours Type
55	51	ABDUL, CHAUNCEY SHEHAD	REG1
			REG2
			REG3
			ADM1
		Totals :	413.0

Name	Hours Type	Hours	Apprv	Warnings
ABDUL, CHAUNCEY SHEHAD	REG1	110.0		Y
AMATO, GREIG EUGENE	REG1	105.0		Y
	REG2	15.0		
	REG3	4.0		
	ADM1	31.0		
CHALGIAN, VIESTURS ANTHI	REG1	32.0		Y

Step	Action
1	<p>From the TKU Review tab, click on the Certify button to certify a TKU. The following message is displayed: Do you wish to certify (Dept/Agency/TKU)? Click on the Yes or No button.</p> <p>Note: Timesheets are certified for the entire TKU that is displayed. The Certify button is not activated until the last row of data in the TKU Employees window is highlighted. This is to ensure that the certifier has made a complete review of all the employees in the list.</p> <p>All employees in the TKU Employees window will have a certification complete status. You can review the status on the Release tab in TKU Processing or on the History Tab in the Data Collection windows.</p>
2	<p>Click the Close button to close the window <i>or</i> if displaying additional TKU processing data, click on the appropriate tab.</p>